Vendor Evaluation Checklist with Scoring System

A **vendor evaluation checklist with scoring system** ensures a systematic and objective assessment of potential suppliers by rating key criteria such as quality, cost, and delivery. This tool streamlines decision-making, helping businesses select the best vendors based on quantifiable data. Effective use of the checklist enhances procurement accuracy and vendor performance tracking.

Criteria	Weight (%)	Score (1 = Poor, 5 = Excellent)					Weighted Score
		1	2	3	4	5	
Quality of Products/Services	30	○	○	○	○	○	
Cost Competitiveness	25	○	○	○	○	○	
On-time Delivery	20	○	○	○	○	○	
Service & Support	15	○	○	○	○	○	
Compliance & Certifications	10	○	○	○	○	○	
					Total Weighted Score:		

Scoring Guide:

- 1 – Poor
- 2 – Fair
- 3 – Good
- 4 – Very Good
- 5 – Excellent

Instructions: For each criteria, select the score that best represents the vendor's performance. Multiply the chosen score by the weight % (as a decimal) to get the weighted score for each criterion. Add all weighted scores for the total.